IPCSC | Guidance – Charter School Website Compliance

Website compliance is verified at various times throughout the school year. Currently, required items include:

Item	Description	Notable Dates	Relevant Statute
Expenditures	in a downloadable data-based format, including the details identified in 33-357(2)(b)	Updated monthly 33-357(3)(a)	I.C. 33-357
Annual Report	School's annual report, issued by its authorizer.	Issued mid-January	I.C. 33-5209C(2)
Continuous Improvement Plan (CIP)	The document must meet the requirements set forth in 33-320(1-6)	Reviewed and updated no later than October 1	I.C. 33-320(3)

While not expressly required in all circumstances, the following items are commonly posted on a school's website.

Item	Description	Notes	Relevant Statute
Employee Job Postings	Governing boards are encouraged to establish fair hiring practices that include length of time for postings.	Open positions should be posted for public application for 60 days (15 days if position is for the current school year). This is required only in situations in which an employee candidate is also a relative of a board member, but as these situations may not always be anticipated, some boards choose to incorporate these timelines into their fair hiring practices.	I.C. 33-5204(6)(c)(i)
Meeting Minutes	Meeting minutes do not need to be fully transcribed or audio recorded. However, they must include all members present, motions, results of all votes, and any necessary information regarding executive sessions, if applicable. (74-205)	Minutes must be available to the public within a reasonable time after the meeting. It is not required that meeting minutes be posted on the school's website, only that they are available. However, many schools choose to post them online as a matter of transparency.	I.C. 74-205
School Policy	A formal collection of school policies organized by category and number, and/or a summary of such policies in a handbook or manual.	Policies of public entities are required to be adopted in a public forum and are available to the public. It is common practice to post policies most relevant to families online (such as enrollment or dress code) while other policies remain available to the public upon request (such as employee policies).	I.C. 74-201

Other Website Considerations:

- Board and Staff Contact Information
- Access to "Request for Admissions" Form
- Key Design Elements (from the school's Performance Certificate)
- Communication System Sign-Up (i.e. texting/email service for school communications and emergencies)
- Visitor and Volunteer information (i.e. check in and background check requirements)